

**State of Washington
Center for Childhood Deafness and Hearing Loss
invites applications for the position of:**



Director of Business and Operations

SALARY: \$65,000.00 - \$83,000.00 Annually

OPENING DATE: 12/09/15

CLOSING DATE: 12/31/15 11:59 PM

DESCRIPTION:

The Director of Business Operations is responsible for all aspects of the agency's business and facilities functions. This includes development and oversight of all agency budget submittals, reporting and financial transactions. The incumbent is responsible for management of operating and capital funds to include oversight of all major projects for efficiency and timeliness. The Director of Business Operations is also responsible for ensuring mitigation of risks associated with contracts and financial transactions. This position contributes to the mission of the agency by ensuring the agency is operational and compliant with all applicable laws, rules and regulations.

DUTIES:

Budget Development & Oversight: Development of all agency funding requests, budget plans and reporting; monitoring of agency activities and performance measure monitoring and reporting; data entry for all required submittals via State of Washington Financial Systems including Budget Development System (BDS), the Allotment System (TALS), Results Performance Management (RPM) system, Accounting and Reporting Financial System (AFRS), Capitol Budget System (CBS), etc. Develop and submit all recurring reporting to all management levels of the agency including the Board Trustees Finance Committee; Executive Budget Team, Outreach Director Team, all agency regional teams and other purposes as required by the agency and/or State of Washington; responsible for oversight and reporting of all agency appropriated funding; monitoring for compliance to all applicable rules, laws and regulations as related to financial activities and budget appropriation.

Leadership and Communication: Supervision of Business Office personnel, Facility and Ground Manager and Statewide Outreach Coordinator positions; participation on several committees including Leadership Team, Executive Budget Team and other duties as required by the agency; participation on the Outreach Teams to include presentations, systems monitoring and management; direct communication with various agencies for support including Office of Financial Management (OFM), Department of Enterprise Systems (DES), Office of Minorities' and Women's Business Enterprises (OMWBE), Office of the Attorney General (AGO), Consolidate Technology Services (CTS), Washington State Treasury, Washington Sensory Disability Services (WSDS), Department of Vocational Rehabilitation (DVR), various school districts, educational service districts and other agencies/organizations as required.

Policy & Procedural: Develops and provides training for personnel on all business related procedures, internal controls and policies (approval required by Executive Director and Board of Trustees); develops and provides training/guidance for all risk management policies and procedures; assists with development and implementation of all Facilities

Department related policies and procedures.

Campus & Operations: Budget development, project monitoring and reporting of all capital and minor preservation works projects; participation in planning, development and implementation of processes as directed by the Department of Enterprise Services Architectural and Engineering Services Division; monitoring of projects for safety and compliance of all applicable rules, regulations and laws.

Statewide Impact: Participation and attendance to various statewide meetings, conferences and trainings as related to financial management, fiscal accountability and capital project management; participation in legislative process to ensuring for accurate representation of agency activities and fiscal operation needs to include reporting of legislative bill fiscal impact; alternate service delivery site and committee participation as required by the agency.

QUALIFICATIONS:

Required Qualifications:

Two or more years experience working with State of Washington Financial Systems (i.e. TALS, BDS, CBS, AFRS, RPM, etc.);

Three or more years of management experience to include direct supervision of fiscal/accounting personnel;

Knowledge and understanding of current laws, regulations, executive orders and best practices regarding state financial process and systems; Understanding of OFM's State Accounting and Administrative Manual (SAAM);

Effective communication techniques and presentation skills to ensure staff is kept abreast of basic and evolving accounting requirements and practices as required by the state;

Strong planning and organizational skills;

Must be able to demonstrate strong leadership and problem solving skills:

Must be willing to learn American Sign Language;

Must be able to pass state and federal background checks;

Must be willing to work within a diverse and culturally rich educational environment;

Must be willing to work with students from ages Pre-K to 23 years of age;

Must be willing to travel occasionally

Desired Qualifications:

Bachelor's Degree in Accounting, Business Administration or related field (to include 30 quarters of accounting related study or semester equivalent);

American Sign Language Fluency is strongly preferred;

Master's degree in Accounting, Business Administration or related field;

Experience in capital projects management

SUPPLEMENTAL INFORMATION:

Federal and State criminal background clearance is a condition of employment.